

TAB

PROPERTY CONTROL SECTION

1. Function

The Property Control Section is responsible for the maintenance of property accounts of all types of property procured from CIG funds, the audit and inspection of property accounts, surveys of lost, damaged, or stolen property, clearance of individuals prior to resignation or reassignment from CIG, and the reporting of financial value of property to the Fiscal Section, Finance Division, as required by existing regulations of the General Accounting Office.

2. Personnel

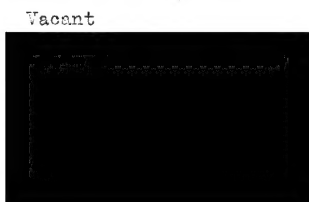
The following is the status of personnel in the Property Control Section:

Office of the Chief



Property & Supply Officer	CAF-12	\$5905.20		
Administrative Officer	CAF-9	4149.60		
Field Auditor	CAF-11	4902.00		
Sec. - Stenographer	CAF-4	2694.96	7 Nov. 1946	
Stenographer	CAF-4	2394.00		
Clerk Typist	CAF-3	2168.28	25 Nov. 1946	Action Pending

Property Control Unit



Vacant				
Property & Supply Officer	CAF-9	4149.60		
Property & Supply Officer	CAF-7	3397.20	1 Dec. 1946	
Property & Supply Officer	CAF-7	3397.20		
	CAF-5	2644.30	28 Oct. 1946	Action Pending
Property & Supply Officer	CAF-7			
	CAF-5	2644.80	6 Dec. 1946	Action Pending
Clerk	CAF-5	2644.80	12 Nov. 1946	
Clerk Stenographer	CAF-4	2394.00	14 Nov. 1946	Action Pending

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Audit and Inspection Unit

Vacant

Property & Supply Officer	CAF-9	4149.60		
Property & Supply Officer	CAF-7	3397.20	1 Dec. 1946	
Property & Supply Officer	CAF-6	3021.00	11 Dec. 1946	
Audit Clerk	CAF-6	3021.00	17 Oct. 1946	Action Pending

Clearance and Survey Unit

Chief - Admin. Officer	CAF-7	3397.20	1 Dec. 1946	
Clerk Stenographer	CAF-4	2394.00	29 Nov. 1946	Action Pending

SSU Records Unit

Property & Supply Officer	CAF-7	3397.20	12 Nov. 1946	
Property Clerk	CAF-5	2644.80	12 Nov. 1946	

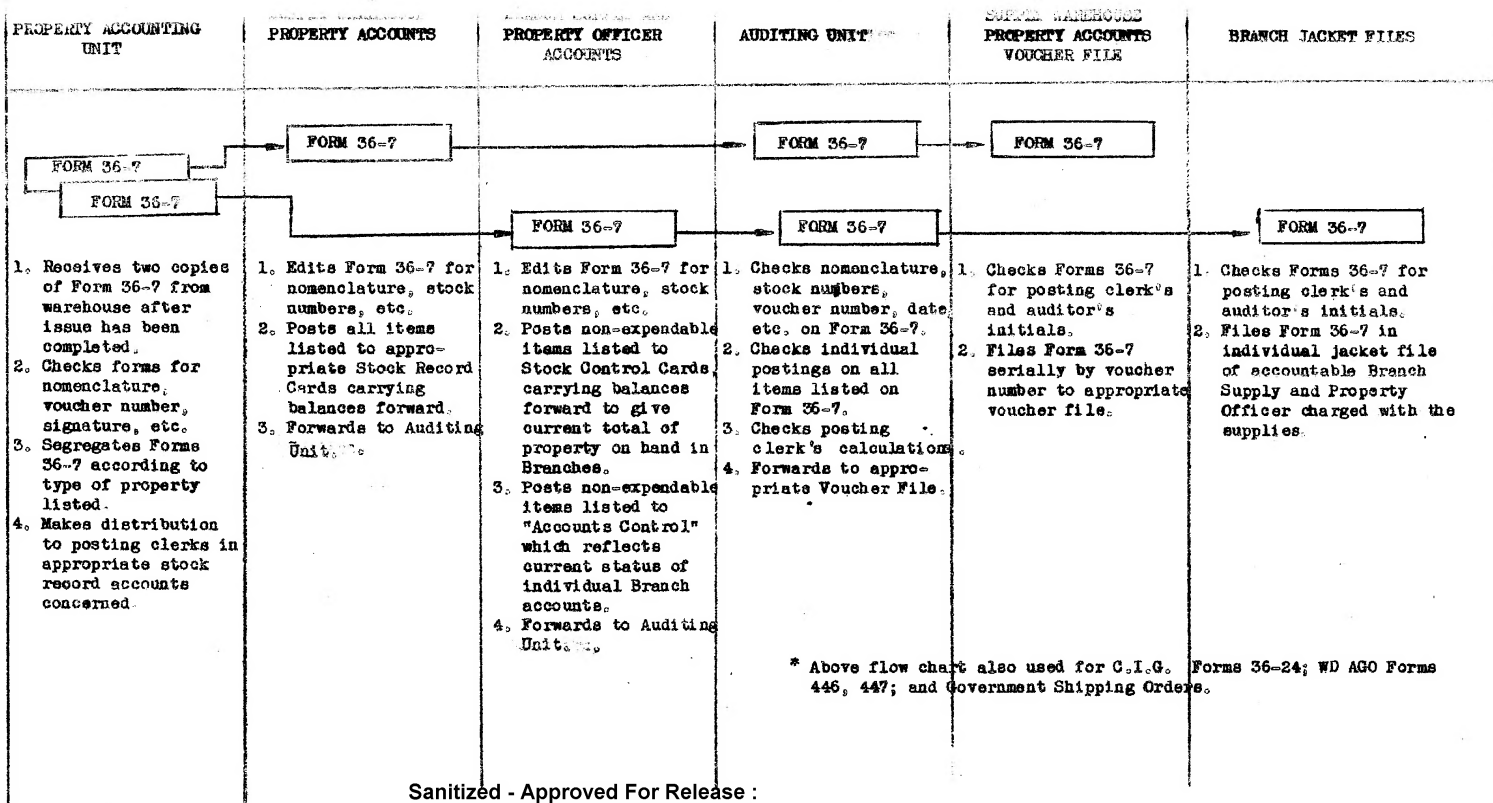
It is believed that the present Table of Organization is adequate for the performance of these functions and, in view of the world-wide activities of CIG, it is not felt that the Table of Organization is excessive, provided the Office of Special Operations makes use of the personnel assigned to the Audit and Inspection Unit for the audit of property accounts of overseas activities. A review of the procedures followed by this Unit, as indicated by the attached flow charts, indicates that there is a complete integration of procedures with those followed by the Supply Section, Services Division, and that the system generally does not place an undue hardship on any of the operating branches.

4. Recommendation

That the Office of Special Operations be advised that they should make use of the auditors available from the Property Control Section for audit of overseas activities with respect to property accountability.

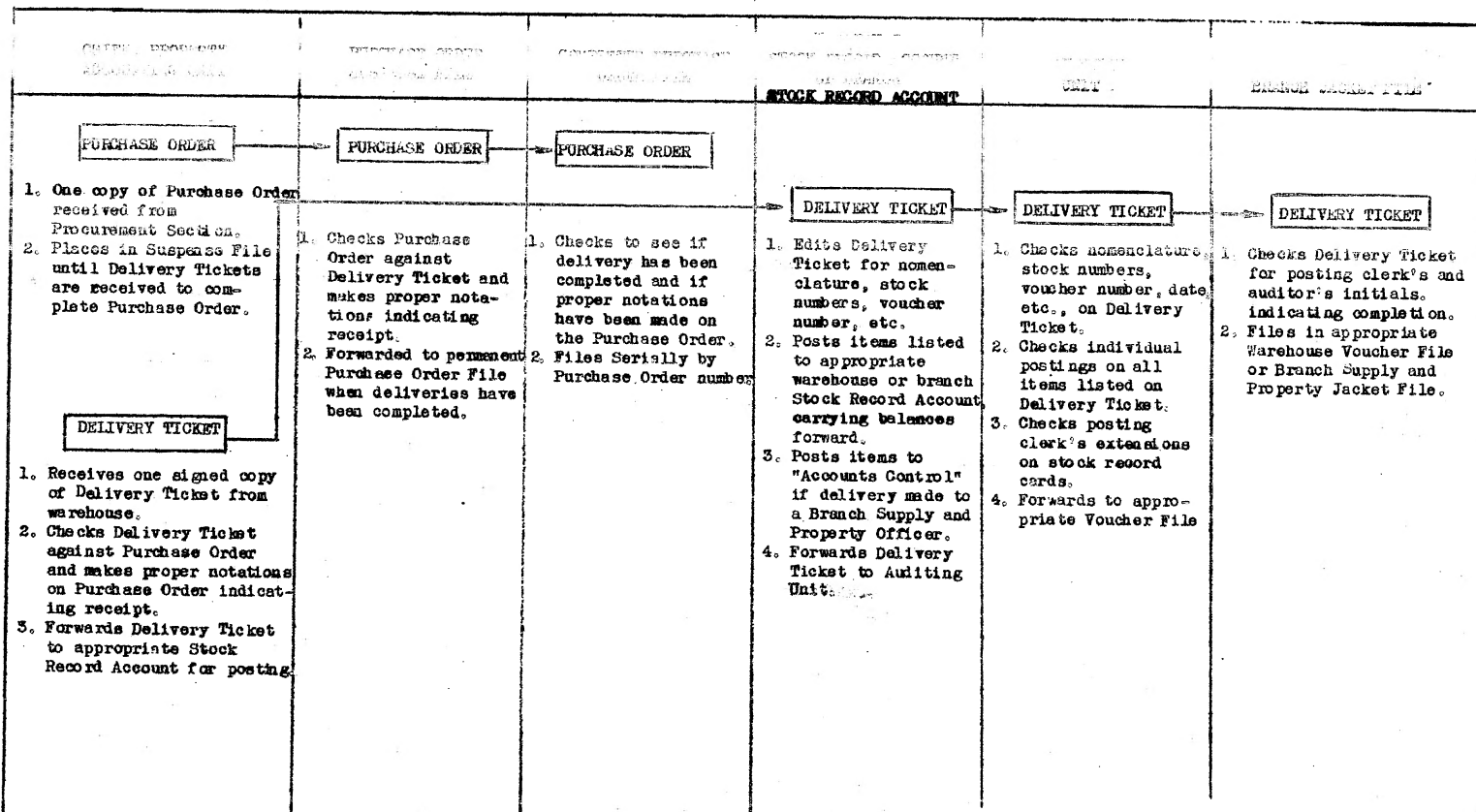
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PROCESSING REQUESTS FOR SUPPLIES, FORM 36-7 THROUGH THE PROPERTY CONTROL SECTION *



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 PROCESSING TICKETS THROUGH THE PROPERTY CONTROL SECTION
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PROCESSING PROPERTY TRANSFER CASES: FORM 36-24 THROUGH PROPERTY CONTROL SECTION WHEN TRANSFERS ARE MADE BETWEEN BRANCHES

CHIEF PROPERTY ACCOUNTING UNIT	BRANCH SUPPLY AND PROPERTY OFFICER ACCOUNTS		AUDITING UNIT	BRANCH ACCOUNTS JACKET FILES	
	CONSIGNOR	CONSIGNEE		CONSIGNOR	CONSIGNEE
<div> <div>FORM 36-24</div> <div>FORM 36-24</div> </div> <ol style="list-style-type: none"> 1. Receives two copies of Form 36-24 from the Branch Supply and Property Officer who is the consignor. 2. Checks nomenclature, stock numbers, voucher number, signature, etc. 3. Forwards to posting clerk in Branch Supply and Property Officer Accounts. 	<div>FORM 36-24</div> <ol style="list-style-type: none"> 1. Posts all items as credit to account of consignor on "Accounts Control". 2. Forwards Form 36-24 to Auditing Unit. <p>NO POSTINGS are made to Account as inter-branch transfers do not change total quantity of Branch Accounts.</p>	<div>FORM 36-24</div> <ol style="list-style-type: none"> 1. Posts all items as debit to account of consignee on "Accounts Control". 2. Forwards Form 36-24 to Auditing Unit. <p>Branch Stock Record transfers do not change total quantity of property charged to</p>	<div>FORM 36-24</div> <div>FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks nomenclature, stock numbers, voucher number, date, etc. on Form 36-24. 2. Checks posting clerk's calculations. 3. Checks individual postings on all items listed on Form 36-24. 4. Forwards to appropriate Voucher File. 	<div>FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks Forms 36-24 for posting clerk's and auditor's initials. 2. Files Form 36-24 in individual jacket file or accountable Branch Supply & Property Officer transferring the supplies. 	<div>FORM 36-24</div> <ol style="list-style-type: none"> 1. Checks Forms 36-24 for posting clerk's and auditor's initials. 2. Files Form 36-24 in individual jacket file of accountable Branch Supply and Property Officer charged with the supplies.

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 PROCESSING REPORT OF PROPERTY CONTROL SECTION, FORM 36-16 THROUGH PROPERTY CONTROL SECTION *
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